

## **TraCS Steering Committee Minutes**

October 13, 2009

AST Conference Room, 5700 E. Tudor Road, Anchorage

1:30pm – 4:30pm

Teleconference: 800-315-6338, meet me code 8532#

### **Attendees:**

- Helen Sharratt, Alaska Court System
- Diane Schenker, Alaska Court System
- Kerry Hennings, DMV
- Ulf Petersen, CVE
- Cindy Cashen, DOT
- Kat Peterson, AST
- Lance Ahern, DPS
- Joanna Reed, DOT

### **On Phone:**

- Lee Buchhorn, DOT
- Jack Stickel, DOT
- John Lucking, Soldotna PD
- Katie Johnson, Alaska Railroad
- Dave Brower, DOL

### **I. Internal Committee Business**

- a. Approval of meeting minutes from September 8, 2009
  - Ulf moves to approve the minutes
  - Kerry Seconds
  - All in favor, no opposed, motion carries
- b. AACOP Grant (from sub-committee grant proposal)
  - i. Solution to AACOP Grant: ¼ funding of current grant amount that was specified for Maxine Andrews.
    - To allow Max to:
      - Assist with User Group Meeting,
      - Assist DOT with getting the pilot program in place statewide
      - Assist with court system with minor offense entering.
    - Potential other personal services for local officer training and travel for that training.
  - ii. Ulf motions for Discussion. John Lucking seconds.
  - iii. Motion – TraCS reformat grant application.
    - More flexible personal services approach,
    - Helping court with local ordinances, offense and other tables for those agencies adopting TraCS as prioritized by TraCS Steering Committee,
    - To aid in coordination in user group meeting, marketing the user group meeting with DMV.
    - Coordinate with local police chief under DOT Grant for crash report pilot.
    - Personal services for local officer training and travel.

- Equipment for local law enforcement.
- All activities conforming to the TraCS Strategic Plan.
- Need AACOP representative to attend meeting as well as project manager.
- iv. Ulf moves to accept this reformat and present it to AACOP on 10/14/09. Kerry seconds. All in favor, no opposed, motion carried.
- v. Motion will be presented to AACOP at 1130 meeting on Oct 14<sup>th</sup>.

## **II. Updates on Action Items from Previous Meetings**

- a. Greg will give a short report of how Wasilla PD's deployment of TraCS went
  - i. Postponed until next meeting.
- b. Ulf reports on the list comparison of interested Police Depts and MSCVE grant qualified agencies
  - Anchorage Airport PD, Sitka PD, Kenai PD, UAA PD, North Slope PD, Soldotna PD, Seward PD, North Pole PD, Unalaska PD, Kodiak PD, Ketchikan PD, Bethel PD, Homer PD.
  - First on list that we know want TraCS: Kenai PD, North Slope PD, Soldotna PD, Seward PD, Ketchikan PD, Bethel PD, Homer PD. Crash Report Only. Completed by AACOP project manager.
  - Ulf made motion, Lance seconded. Ulf- Amended motion that all agencies would be approved at specific order to be determined by the project team. Seconded by Kerry. Motion Carried.

## **III. Other Short Business**

- a. TraCS Strategic Plan
  - i. Vote via email results:
    - 1. 9 votes for Yes = Cindy Cashen, Diane Schenker, Angella Long, Greg Wood, Katie Johnson, Kerry Hennings, John Lucking, Jack Stickel, Kat Peterson
    - 2. 0 votes for No
  - ii. TraCS Strategic Plan was approved on 9/18/09
- b. Jack's Data workshop will be on November 13<sup>th</sup>. For more info, see web site: <http://dot.alaska.ecatts.com/lmsShowClass?classId=282&month=11&year=2009&id=0.9403519774793355>
- c. User group meeting will be on Feb 3<sup>rd</sup> and 4<sup>th</sup>, 2010
  - A draft registration form and invitation letter was created.

## **IV. Items for discussion**

- a. AACOP TraCS Monthly Activity Report
  - No representative from AACOP is present at meeting
- b. DPS TraCS Monthly Activity Report
  - An installer is testing TraCS with the current pilot, looking for bugs. A few minor issues, but are working to resolve.
  - By end of this week or next, we hope to have ready the version which will be deployed.
  - The plan is to get it into the current 3 users' hands. Once they are happy, we will roll out to the deployment list agencies. We can move forward quickly.
  - We have deployed 120 Tough Book computers over the last few weeks. The software is put on the computers.
- c. AUTO will be revived
- d. Data Transfer to DOT/DMV - Elements, Narrative, & Diagram – Jack Stickel

- e. Easy Street Draw in TraCS – Jack Stickel, Kat Peterson
  - Single contract to serve all the TraCS users and also DOT/DMV and traffic and safety people for analysis
  - Put together a subcommittee. We should get TEG involved.
  - The subcommittee will be: Jack, Kat, Lance,
- f. User agreements, MOAs
  - Working on MOAs for Court citations. Helen will send to Kat.
- g. Police Dept deployment schedule
  - We need to get TraCS out to a few Police Departments to gain experience prior to the user group meeting.

**V. Last Minute Items**

**VI. Action Items as a Result of this Meeting**

- Lance, Jack, and Kat will work on a Easy Street Draw subcommittee
- User group invite letters/registration form (Cindy, Joanna, Maxine)

**VII. Next meeting schedule**

Kerry motions, to adjourn, John Lucking seconds. All in favor. Motion carries. Meeting Adjourns.

2009 TraCS Meetings:

- November 10
- December 8

2010 TraCS Meetings

- January 12
- February 9
- March 9
- April 13
- May 11
- June 8

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